



## Prevent Action Plan 2024-25

	Theme	Action	Measure	Person Responsible	Achieve By	Progress Report	Achieved
<b>A</b>	<b>Senior Management Commitment and Governance</b>						
	1	Hold 3 meetings of the Prevent Working Group	Minutes are produced for three meetings in the academic year	Prevent Lead	01-Aug-25	For 24/25 - 1st meeting to be held on 19.11.24. Further two dates TBC.	Ongoing
<b>B</b>	<b>Risk Assessment</b>						
	2	Review risk assessment annually and respond accordingly	Prevent duty risk(s) are reviewed and mitigated as necessary.	Head of Security & Emergency Planning	01-Aug-25	<p>Risk assessment reviewed regularly in previous academic year cycles.</p> <p>Head of Security &amp; Emergency Planning brought risk assessment to 3.8.22 working group meeting with addition of Incel Culture consideration. Also reviewed annually in 2022/23 and 2023/24 to consider whether updates were required since annual CTLP release. Covid-19 as a specific risk removed in 2023 too.</p> <p>Review again in 2024/25.</p>	Ongoing
<b>C</b>	<b>Action Plan</b>						
	3	Update action plan annually	Prevent Action plan updated annually and updated onto the website	Prevent Lead	01-Aug-25	Review action plan at all meetings in 24/25 and publish on Prevent webpage.	Ongoing
<b>D</b>	<b>Reporting on Prevent to OFS</b>						

	4	Produce Prevent Duty Accountability Statement and Data Return 2024/25 in line with Office for Students guidelines	Accountability Statement and Data Return submitted on date requested	Prevent Lead	01-Dec-24	<p>Accountability &amp; Data Return for 2024 covering period 1 August 2023 to 31 July 2024 to be considered at Working Group meeting on 19.11.24 prior to being approved by Council, and submitted to the OfS by 2 December 2024.</p> <p>OfS confirmed in March 2024 that it was content with our Prevent accountability and data return (ADR) for the academic year 2023-2024 and that it had no further queries about the submission.</p> <p>Data now collected for 2024/25 return covering 1 August 2024 to 1 July 2025 and the ADR will be prepared next autumn.</p>	<p>Complete for 2023/24 return.</p> <p>Ongoing for 2024/25 return.</p>
<b>E</b>	<b>Information Sharing Agreement and Partnerships</b>						
	5	Maintain current Prevent related partnerships / networks	Attend LBH Prevent meetings and London HE Network	Prevent Lead	Aug-25	<p>Prevent Lead continues to liaise with DfE Prevent Coordinator and OfS when relevant and Prevent Lead will continue to attend relevant meetings with LBH as part of Hillingdon Prevent Network during 2024/25.</p> <p>Will continue to consolidate relationship with external Prevent stakeholders in 2024/25.</p>	Ongoing
<b>F</b>	<b>Student Engagement and Consultation</b>						

	6	Consult students and staff on the Prevent duty at various points	Students and staff are consulted and aware of the University's Prevent arrangements. All views are considered by the University.	Prevent Lead	Ongoing	<p>Student Union are invited to working group meetings and minutes and papers are always sent to the officers and CEO of Student Union who are named as members of the group in the ToR.</p> <p>Prevent Coordinator and Head of Security and Campus Support Services met with UBS and Officer Team to discuss Prevent on 27 August and explain how students and the officers can contribute to the university's Prevent work. We await hearing from the UBS as to whether they wish to engage and CEO was on invitation to 19.11.24 meeting. Prevent Lead to follow up further to message of 4.11.24 to CEO and Officers asking what their current position with regard to engagement with the working group. Work therefore ongoing to engage with UBS and students.</p>	Ongoing
<b>G</b>	<b>Data Collection and Data Recording</b>						
	7	Keep accurate records of any Prevent cases	<p>Data will be available for annual reporting in line with Office for Students requirements.</p> <p>Cases/concerns recorded accurately and efficiently and can be monitored effectively.</p>	Prevent Lead	01-Aug-25	<p>Data collected and secured for period 1 August 2024 to 31 July 2025.</p> <p>APEX incident database is formally used to record Prevent-related safeguarding concerns. A Prevent category allows data to be captured for the annual Accountability &amp; Data Return for the Office for Students and notes can be added to the incident log to add updates on case handling. Head of Security &amp; Campus Support Services, Prevent Lead and Student Support &amp; Welfare Manager all have access to this system and the Prevent data which will be stored here. Administrative Assistant in the Office of Student Complaints, Conduct &amp; Appeals (OSCCA) checks APEX daily, and can notify the Prevent Lead / Head of Security &amp; Emergency Planning of any potential Prevent-related safeguarding concerns, as well as updating the log when required.</p>	Ongoing

<b>H</b>	<b>Information Technology and Ethical Research</b>						
<b>I</b>	<b>Events and External Speakers</b>						
	8	Further review of COP and related policies / processes in the context of Freedom of Speech when the Higher Education (Freedom of Speech) Act 2023 is implemented	Code of Practice on Freedom of Speech and Academic Freedom, plus other relevant policies and procedures are in line with external OfS guidance.	University Secretary and General Counsel and Prevent Lead	Date TBC / action on hold	Revised Code of Practice published in 23/24, along with an updated Freedom of Speech statement. Review COP again in the light of new Higher Education (Freedom of Speech) Act 2023 once guidance from OfS is published. (NB - this has been delayed as government stopped implementation of the legislation in July 2024)	Ongoing / action on hold
	9	Raise awareness of the University's Event Policy and Procedure	All staff and students are aware of the University's event / external speaker processes and procedures. All events have the proper safeguards in place	Events / Prevent Lead	Date TBC / action on hold	Prevent Awareness Raising training now includes specific reference to the Code of Practice on Freedom of Speech and Events and explains that there is an events process to follow and an External Speaker form to complete, as well as the Events toolkit.  Consider further University-wide promotion when further updates to COP are made.	Ongoing / action on hold
<b>J</b>	<b>Prevent Training</b>						
	10	Deliver at least 12 sessions of prevent training during the year	12 sessions are delivered through Staff Development department	Prevent Lead	Aug-25	For 2024/25 the Prevent Coordinator and Head of Security & Emergency Planning are carrying out monthly virtual Prevent Awareness Raising Training via Teams. Online refresher training also available.	Ongoing

	11	Identify staff that need more intensive Prevent training	Training provided to staff who may require more intensive Prevent training	Prevent Lead	01-Aug-25	For 24/25 Prevent Lead will continue to notify key staff of additional sessions run by DfE Coordinator and Prevent Lead at LBH and encourage them to book on to the sessions. DfE Coordinator not running bespoke sessions for HEIs for less than 15 members of staff but the wider sessions provide more indepth training about key issues e.g. incel culture.	Ongoing
	12	Prevent Working Group to consider training data at each meeting and discuss actions for improving Prevent training number uptake if required.	Prevent training compliance to be at 85% which is the University's target for compliance training.	Prevent Lead	01-Aug-25	Data to be discussed at all working groups in 2024/25.	Ongoing
	13	Promote the necessity to complete Prevent training, as part of wider drive to improve completion rates for all types of compulsory compliance training.	Prevent training compliance to be at 85% which is the University's target for compliance training.	Prevent Lead and HR/Organisational Development.	01-Aug-25	Discussed at working group in 23/24. Prevent Lead to give updates to group at meeting on 19.11.24.	Ongoing
<b>K</b>	<b>Space Usage and Booking</b>						
<b>L</b>	<b>Welfare and Chaplaincy</b>						
	14	Consider university arrangements and facilities for prayer space and other faith-related facilities	Suitable arrangements and facilities for prayer space and other faith-related facilities will be available.	Head of Student Services	Aug-25	Working Group agreed at meeting in March 2024 to keep this item on the agenda for oversight and awareness.  Working Group previously noted that we don't need a Prayer Room Policy as we have the Religion and Belief Policy which sets out the university's position with regard to prayer space on campus.  It is understood that a central space would be made available as a prayer space and for other faith-related requirements. Further updates awaited.	Ongoing
	15	Update Prevent Policy annually	Revised policy updated and loaded online	Prevent Lead	01/08/2025	Review again in 2024/25 academic year.	Complete for 23/24

	<p><b>16</b></p> <p>Link up with the University Equity Steering Group; Freedom of Speech Panel and other University Working Groups to ensure joined up approach.</p>	<p>Work cross-group to achieve University aims.</p>	<p>Prevent Lead / EDI Lead (Students) / Registrar.</p>	<p>Ongoing</p>	<p>We have cross-membership of Prevent Working Group members on the University Equity Steering Group and Prevent Lead is on the Freedom of Speech Panel. We need to be alive to overlaps and bring anything relevant to the Prevent Working Group.</p>	<p>Ongoing</p>
	<p><b>17</b></p> <p>Monitor and oversee implementation of recommendations arising from 2023 internal Prevent Audit</p>	<p>Audit recommendations will have been implemented.</p>	<p>Prevent Lead (who will also liaise with Director of HR; Head of Privacy and Chief Information Security Officer where relevant)</p>	<p>Aug-25</p>	<p>Final audit recommendations included within Audit Report and were reviewed at working group meeting on 12.3.24 and 16.7.24.</p> <p>Date for completion amended as work ongoing in some areas.</p>	<p>Ongoing</p>